

INTERNSHIP APPLICATION FOR CONGRESSWOMAN DIANE E. WATSON

Thank you for your interest in working as an intern in my office. The purpose of our internship program is to provide young people a hands-on learning experience in the field of public service. An internship is an excellent way to learn about the federal legislative process and about government in general.

Interns build professional relationships and gain practical work experience by undertaking a variety of administrative and legislative responsibilities in the office. While some duties are clerical in nature, there are opportunities to conduct research, attend staff meetings and Congressional hearings. General responsibilities include answering phones, data entry, opening and directing incoming mail, legislative research, drafting constituent letters, giving capitol tours and various miscellaneous tasks.

There is no formal application deadline, but please keep in mind that summer is a popular period for internships and office space is limited. Internships are unpaid, but arrangements can be made for the student to receive credit for their internship through their school or university.

To apply for an internship, please complete the following form, attach your resume and a writing sample and send your information to my Washington office via fax at (202) 225-2422 or via mail:

Attn.: Internship Coordinator
2413 Rayburn House Office Building
Washington D.C. 20515

To send via fax: (202) 225-2422

If you have inquiries about internships in my office, feel free to contact my Internship Coordinator, Richard Butcher at (202) 225-7084.

A handwritten signature in black ink that reads "Diane E. Watson". The signature is written in a cursive, flowing style.

INTERNSHIP APPLICATION FOR CONGRESSWOMAN DIANE E. WATSON

Name: _____

Address: _____

Permanent Address: _____

Phone: _____

Permanent Phone: _____

University Currently Attending: _____

Reference: _____ Phone: _____

Anticipated Graduation Date: ____/____/____

Will you receive academic credit for the internship? ☐ Yes ☐ No

Do you have any previous government or political experience? ☐ Yes ☐ No

If yes, explain:

What days and hours are you available to intern?

In which issue areas are you interested?

Please attach your resume and a writing sample. The writing sample, a memo of one page maximum length, should offer your recommendations to the Congresswoman about any current issues in Congress. For topics, refer to www.house.gov.

I hereby give Congresswoman Watson or her staff permission to make any necessary inquiries with instructors and school administrators about my character and ability to work in a professional setting.

Signature: _____

Date: _____